

अण्डमान तथा  
Andaman And



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No. 170, Port Blair, Thursday, July 1, 2010

**ANDAMAN & NICOBAR ADMINISTRATION  
(DEPARTMENT OF ENVIRONMENT & FORESTS)**

**NOTIFICATION**

Port Blair, dated the 1<sup>st</sup> July, 2010

No. 156/2010/F.No.14(E)/15(F)/370.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, Notification No. 14-3/60-ANL dated the 11<sup>th</sup> April, 1960, and in supersession of all previous notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following Rules regulating the method of Recruitment to Group 'C' posts of **Manager (Grade II), Salesman, Assistant Halwai, Cook, Bearer, Tea/Coffee Maker, Wash Boy & Safai Karmachari** of Canteen Staff of the Saw Mill Division, Chatham in the Department of Environment & Forests, Andaman and Nicobar Administration, namely:-

**1. Short Title and Commencement:**

- i. These rules may be called the "Andaman and Nicobar Administration (Group 'C'), (Non-Ministerial) posts in the Department of Environment and Forests) Recruitment Rules, 2010".
- ii. They shall come into force on the date of their publication in the Official Gazette.

**2. Number of Posts, Classification and Scale of Pay:**

The number of said posts, their classification and scale of pay attached thereto shall be as specified in Serial Number 2 to 4 of the Schedules I to VIII annexed to these Rules.

**3. Method of Recruitment, Age limit and Qualifications etc.:**

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Serial Number 5 to 15 of the Schedules aforesaid.

**4. Disqualification:**

No person—

- i) Who has entered into or contracted a marriage with a person having a spouse living; or
- ii) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

**5. Powers to Relax :**

Where the Hon'ble Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving :**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**BHOPINDER SINGH**

Lieutenant Governor,  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-

(S.S. Choudhury)  
Principal Secretary (Environment & Forests),  
Andaman and Nicobar Administration.

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**SCHEDULE-I**

1.	Name of the Post	<b>Manager (Gr. II)</b>
2.	Number of Post	1 (one)* (2010) *Subject to variation depending upon workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.2400/-
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b>NOTE :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. Senior School Certificate Examination (10+2) passed from a recognized Board/Institution 2. Possessing Certificate/Diploma in Hotel Management/Catering Technology from a recognized institution 3. Should qualify in the written examination conducted by the department <b>Desirable:</b> 1. 3 years experience in running Canteen/Hotel independently
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b>Promotion :</b> From amongst the Salesmen working in the Department of Environment & Forests in the pay in PB-1 Rs. 5200-20200 with Grade Pay of Rs. 1900/- with 8 years regular service in the grade

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Promotion/Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to the Schedule

### **Serial No. 15 – Annexure to the Schedule**

He is incharge of the Canteen and he shall be responsible for the proper management of the Canteen including sanitation, cleanliness, hygienic preparation of food, beverage, safe drinking water etc. in the Canteen. He should ensure use of man/materials judiciously and economically. He should keep proper accounts of every transaction in the Canteen. He should also attend other works as may be assigned to him by his superiors.

**SCHEDULE-II**

1.	Name of the Post	<b>Salesman</b>
2.	Number of Post	2 (two)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1900/-
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b><u>NOTE:-</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b><u>Essential:</u></b> 1. Senior School Certificate Examination (10+2) passed from a recognized Board/ Institution 2. Should qualify in the written examination conducted by the department 3. Knowledge of Computer
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable.
10.	Period of Probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Promotion/Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Serial No. 15 – Annexure to the schedule**

His main duty is the sale of food items/tea/coffee etc. in the Canteen. He shall be responsible for the sale proceeds of the items sold and shall keep proper accounts for the same. He shall assist the incharge of the Canteen in proper maintenance of accounts/records related to the Canteen.

**SCHEDULE-III**

1.	Name of the Post	<b>Assistant Halwai</b>
2.	Number of Post	1(one)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1900/-
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b><u>NOTE:-</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b><u>Essential:</u></b> 1. Secondary School Examination (X std) pass from a recognized Board/Institution. 2. Should qualify the trade test 3. Should be able to prepare various kinds of sweet items <b><u>Desirable:</u></b> 1. One year experience in the field in Hostel/Restaurant or any other concerned of repute
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b><u>Promotion:</u></b> From amongst the Bearer and Tea/Coffee Maker in the Department of Environment and Forests in the PB-1 Rs. 5200-20200 with Grade Pay of Rs. 1800/- with 3 years regular service in the grade.

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Promotion/Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Serial No. 15 – Annexure to the schedule**

He shall prepare various kinds of sweet items. Shall attend to any other works which may be assigned to him by higher authorities.



**SCHEDULE-IV**

1.	Name of the Post	<b>Cook</b>
2.	Number of Post	1 (one)* (2010). *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1900/-
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b><u>NOTE:-</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b><u>Essential:</u></b> 1. Secondary School Examination (X std) passed from a recognized Board/ Institution 2. Should qualify the trade test 3. Should be able to cook various kinds of food items <b><u>Desirable:</u></b> 1. One year experience in the field in Hostel/Restaurant or any other concerned repute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion failing which by Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b><u>Promotion:</u></b> From amongst the Bearer and Tea/Coffee Maker working in the Department of Environment and Forests in the PB-1 Rs. 5200-20200 with Grade Pay of Rs. 1800/- with 3 years regular service in the grade

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Promotion/Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Serial No. 15 – Annexure to the Schedule**

His main duty is preparation and cooking of food items in the Canteen in most hygienic way. Shall attend to any other works which may be assigned to him by higher authorities.

**SCHEDULE-V**

1.	Name of the Post	<b>Bearer</b>
2.	Number of Post	5 (five)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b><u>NOTE:-</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b><u>Essential:</u></b> 1. Secondary School Examination (X std) pass from a recognized Board/Institution 2. Should qualify the trade test <b><u>Desirable:</u></b> 1. 1.6 months experience in the field
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Serial No. 15 – Annexure to the Schedule**

His main duty is to serve tea/coffee and other food items to the employees/customers/guest etc. besides other connected works in the Canteen. He should also assist the Cook/Assist. Halwai in cooking works/preparation of Tiffin items etc. He should also attend other works as and when directed by his superiors.

**SCHEDULE-VI**

1.	Name of the Post	<b>Tea/Coffee Maker</b>
2.	Number of Post	1 (one)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b>NOTE:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. Secondary School Examination (X std) pass from a recognized Board/Institution 2. Should qualify the trade test
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Serial No. 15 – Annexure to the Schedule**

His main duty is make tea/coffee in the Canteen and other ancillary works related therewith. He should also assist in Cooking work and preparation of Tiffin items. He should also attend other works as may be assigned by the superiors.

**SCHEDULE-VII**

1.	Name of the Post	<b>Wash Boy</b>
2.	Number of Post	3 (three)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b>NOTE:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for Direct Recruitment	<b>Essential:</b> 1. Secondary School Examination (X std) pass from a recognized Board/Institution 2. Should qualify the trade test
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Serial No. 15 – Annexure to the Schedule**

Shall attend cleaning of utensils/table/bench/chair/cooking equipments, proper upkeep of utensils, regular washing of towels and cloths used for cooking purposes in the Canteen. Shall attend to any other works which may be assigned to him by higher authorities.



**SCHEDULE-VIII**

1.	Name of the Post	<b>Safai Karmachari</b>
2.	Number of Post	1 (one)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b><u>NOTE:-</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for Direct Recruitment	<b><u>Essential:</u></b> 1. Secondary School Examination (X std) pass from a recognized Board/Institution 2. Should qualify the trade test 3. Must have good Physique
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probation, if any	2 (Two) years
11.	Method of Recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases of Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Serial No. 15 – Annexure to the Schedule**

He shall keep the Canteen neat and clean. Shall attend to all works related to cleanliness in the Canteen and any other works which may be assigned to him by higher authorities.